

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY  
OFFICE OF THE CLERK  
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Clerk

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U.S. COURTHOUSE  
402 EAST STATE STREET  
ROOM 2020  
TRENTON, NJ 08608

REPLY TO:

## MOTION GUIDE

(Please note, these instructions are being provided as a guide only and you should consult the Federal Rules of Civil Procedure, as well as the Local Rules for the District of New Jersey prior to filing a Notice of Motion.)

In order to have any motion listed before the Court, it must comply with Local Civil Rules 7.1, 37.1, and/or 78.1 of this Court:

(1) At the time of mailing to the Court, you must mail copies of any Notice of Motion to your adversary/adversaries or their counsel, if so represented. You must submit a certification indicating the method of service.

(2) Each Notice of Motion must have a returnable date (**Motion days are the first and third Monday of each month**) and must be filed at least 24 days prior to the return date.

(3) A Brief must be submitted in support of each motion, **or a Statement that a Brief is not necessary and the reason therefore.** (Briefs are submitted as separate documents, and are not to have affidavits, certifications, and exhibits attached.)

(4) A proposed Amended Complaint must be attached to any Notice of Motion for leave to file an Amended Complaint. (This also applies to Motions for leave to file Crossclaims, Counterclaims, Third-Party Complaints, etc.)

LOCAL RULES MAY BE PURCHASED FOR \$5.00, PAYABLE IN ADVANCE. YOU MUST ALSO PROVIDE A LARGE, SELF-ADDRESSED ENVELOPE, WITH \$4.00 POSTAGE PRE-PAID. YOU MAY ALSO ACCESS THE LOCAL RULES, AT NO CHARGE, ON OUR WEBSITE - [www.njd.uscourts.gov](http://www.njd.uscourts.gov)

Date: \_\_\_\_\_

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY

(Title of Action)

	:	
Plaintiff,	:	Civil Action No.
v.	:	AFFIDAVIT IN SUPPORT OF MOTION
Defendant.	:	
	:	

I \_\_\_\_\_ of full age, do certify and say:  
(Name of Moving Party)

State facts which you believe will support your request  
for the relief you are seeking. For example:

1. Your position
2. Your relationship to the party
3. Reason for making the request
4. Any other information which you would like to provide in support of your request

\_\_\_\_\_  
Name (Signature)

**Notorized**

Date: \_\_\_\_\_

CERTIFICATION OF SERVICE

I, \_\_\_\_\_, certify that a copy of my motion was served  
(Name of Moving Party)  
by \_\_\_\_\_ on \_\_\_\_\_ upon:  
(Mail, Personal Service, etc.) (Date)

\_\_\_\_\_  
(Name of Opposing Party)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Address of Opposing Party)

\_\_\_\_\_  
Name (Signature)